INTRODUCTION

Chapter 8 of Title 2 of the Lafayette municipal code concerns the Emergency Preparedness Commission. Its membership includes the following voting members:

5 volunteer appointees:
Fred Lothrop, chair,
Michelle Heckle,
Sherry Hoover,
John Stuart,
Jane Walsh;
And,
The mayor or council member appointed by the mayor;
A representative of the police department, currently Sgt. Dan Nugent

Staff for the Commission is provided by Cathy Surges-Moscato, police Community Services Officer.

This report includes a general summary, a list of activities catalogued by pertinent sections of the municipal code, reports and comment by individual members of the Commission, and recommendations of the Commission to the City Council. A very preliminary response to the new Emergency Operations Plan is included as the Appendix.

GENERAL SUMMARY

Under the leadership of Fred Lothrop, the Emergency Preparedness Commission continued to work for general preparedness in case of a disaster.

High priority for the Commission was review and necessary revision of the Emergency Operations Plan. However, the engagement of a consulting firm by the cities of Lafayette and Orinda, and the town of Moraga, put that portion of our work in abeyance until the consultants' plan was in place and functioning for the Lafayette. As of this report date, we are not aware of the plan's acceptance by the municipalities, and have not been asked to review its contents.

Communications activities center around amateur radio communication and the county RACES program. Links from amateur stations to fire and police dispatch centers are being developed. We have also contributed to radio communications plans and equipment for the CERT program. Ten FRS/GMRS hand-held radios were bought as training aids for the Lamorinda CERT program.

At the request of the City Council, the Commission undertook to review a proposed automatic gas valve shutoff ordinance that would replace the county ordinance under which the city has been operating. Substantial material was examined, and expert opinions were sought as to proper approach for providing the safest manner of gas shutoff in the event of a major emergency or disaster. The Commission's recommendation is now before the City Council.

We supplied our recommendation regarding a request from the city to provide staff work on a Statement of Understanding between the American Red Cross and the City of Lafayette. That recommendation came after working with the Red Cross representatives to tailor a document specifically addressed to the City of Lafayette situation.

LEARN classes are an ongoing feature of the Commission's outreach to the community in general, with three presentations in 2007, as has been the case in the past. The Commission also has been present at the Art and Wine Festival, the annual reservoir run and other Lafayette public events including the Earth Day celebration.

CERT (Community Emergency Response Team) support has been ongoing through limited purchase of needed supplies. CERT recruiting efforts are centered through the LamorindaCert.org web page.

Other outreach efforts included presentations to neighborhood groups, at their request, and presentations at Lafayette Senior Services gatherings.

We teamed with the Lafayette Crime Prevention Commission in a joint public meeting.

Speakers to the Commission at its monthly meetings in 2007 included:

- Ed Sullivan on East Bay Municipal Utility District disaster damage mitigation preparations,
- Ana Marie Jones, Director of CARD (Collaborating Agencies Responding to Disaster), on emergency preparedness for inner urban communities,
- Chris Boyer on operations of the County Office of Emergency Services,
- Tracey Stevens-Martin, CC Animal Services on Pet Emergency Preparedness,
- MPC consultants on the Lamorinda emergency plan,
- Nora Harlow of EBMUD safety on plans for the new Lafayette-Moraga pipeline,
- Lafayette Police Chief Michael Hubbard on EOC plans for the new library, and
- Red Cross representatives Ruth Rosenberg, Brianna Taylor and David Ringler.

These speakers, and the discussion following, provide us with good perspective on the vulnerability and possible response of Lafayette to various types of difficulties.

The Lafayette Chamber of Commerce has been an active participant in our monthly meetings; we continue to work with it to foster business recovery in the event of a disaster. Our efforts include helping in the design of literature, providing emergency preparedness information, and distributing the Chamber literature. Business recovery depends critically on emergency preparedness by the businesses; such preparedness is generally not an immediate concern for the type of business we find in Lafayette.

At the request of the Senior Services Commission we spent some energy in 2007 researching the possibility of Cooling Station(s) being established in Lafayette. Our results were disappointing in that a Cooling Station is a specifically defined entity that includes chairs, cool

rooms, bathrooms, etc. We have yet to find a facility that meets the requirements of a Cooling Station within Lafayette.

The majority of the Commission also attended the Red Cross short course on Shelter Management

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Activities in 2007 according to the specifications of Section 8-313

8-313 Emergency preparedness commission powers and duties.

(a) It is the duty of the Lafayette city emergency preparedness commission to plan for and train those who will assist Lafayette citizens in time of an emergency as follows:

(1) Develop and recommend for adoption by the city council emergency and mutual-aid plans and agreements and ordinances, resolutions, and rules and regulations necessary to implement these plans and agreements;-

(2) Develop a work plan and budget for each fiscal year and submit it to the city council for approval;
Budget is in place

(3) Develop a plan to help neighborhoods help themselves including tasks such as: develop liaisons within each neighborhood and homeowners' association, make presentations to neighborhoods, encourage neighborhood associations to gather communal supplies, conduct CPR training and establish evacuation plans;

1. LEARN, Lafayette Emergency Action Response Network, is an ongoing program in which neighbors are encouraged to become familiar with the special needs and abilities of their immediate neighbors so that in case of a disaster they become self sufficient.
2. A letter was sent to all homeowners association presidents indicating a willingness to talk to their association.
3. Presentations are made to all neighborhoods on request. As in 2006, three have been made this year, two complete and one an annual update.
4. Homeowners are encouraged to know multiple ways out of their neighborhoods. Evacuation routes are not pre-established, rather decided by emergency responders according to circumstances.
5. CERT is currently taught to all interested individuals; we are working toward the goal that neighbors will take the course as a group so that they will indeed be teams. The attached sheet gives further CERT information.

(4) Periodically review the city's emergency plan;
This portion of our mandate is in suspension as the consulting Emergency Plan writers have worked to submit a comprehensive plan encompassing all three Lamorinda entities.

(5) Identify areas and structures that may have the potential for damage in an emergency;

1. This is a part of Commission routine.
2. Special earthquake consideration is given to BART, municipal water supplies, and the soft storied City Offices.

3. In 2007 strong emphasis was given to fire protection in Lafayette, particularly "defensible space." Such space is that area surrounding a structure that provides a firebreak against wildland fires. The Commssion, in collaboration with the Conta Costa Consolidated Fire Protection District, is studying the best way to get information to those structure owners who will be impacted.

(6) Aid in the establishment of communication networks;

1. Satellite Telephone

A Globalstar satellite telephone is in place in the EOC. Purchased with Federal Grant money, this telephone "connects" via a hub in Texas to bypass local damaged telephone infrastructure and call blocking. Two portable satellite phones are available for mobile use in a disaster or emergency.

2. Public Works Radio System

Public works trucks and base stations in Lafayette, Moraga, and Orinda were equipped with radios at the end of 2006. These radios use hilltop repeater stations, one in the east bay hills and the other in Moraga, to assure solid coverage throughout the area. The project was encouraged by the Emergency Preparedness Commission and funded by the three city governments.

2. Inter-EOC County Radio

A radio called "L-24" is in place in the Lafayette EOC This is a dedicated radio system for communicating between city EOCs and the County OES. A newer version of this unit has replaced the old, original one at no cost, and is now installed..

3. Amateur Radio

Amateur Radio VHF-UHF equipment is located in the EOC and the Public Works garage (Alternate EOC). Amateur equipment in place for the city includes 3 mobile radios mounted in orange carrying boxes and 4 hand-held radios. Roof mounted antennas at the EOC, Public Works, and Community Center assure direct radio communication throughout Lafayette and Central Contra Costa County (including the County OES in Martinez). In addition to the Amateur VHF and UHF bands, the radios are also programmed to operate on Fire District, Sheriff's Office, and Family Radio Service Channels. These battery-powered radios provide a completely independent alternate communications system.

4. FRS Radio Neighborhood Plan

A disaster communication plan using FRS (Family Radio Service) handie-talkie radios is being recommended for use by local neighborhoods, and is part of the CERT training curriculum. In 2006 a plan to link neighborhood FRS radios with amateurs, and amateurs with County dispatch centers via amateur radio was approved at the county level. Funds were found, and the equipment has been delivered. Installation in the dispatch centers is being done slowly, with little immediate progress in implementing the link between amateur radio and the dispatch centers.

5. Emergency Generator

The emergency generator for the EOC now supports all of the Police Department offices. (Note: the City Offices and telephone system are not supported by this generator.)

(7) Assist in planning an annual disaster drill;

Recent drills have included earthquake, fire, hazmat, landslide, and power outage components. A drill in 2007 for city staff was done as part of the MPC Consultants emergency plan program. This Commission had no part in planning, observation, or execution of that drill.

(8) Assist in publication of materials related to disaster preparedness plan;

SEMS and NIMS training has been given. We await the opportunity to participate in any publication assistance that may be needed.

(9) Compile an active list of volunteers who can be called upon to work in an emergency;

1. CERT members are being trained on an ongoing basis. A list of trained CERT graduates is maintained at the Lafayette Police Department.
2. Neighborhood meetings encourage the neighbors to maintain a list of which neighbor has which skill and which tools.
3 We have been working actively with the Lafayette Chamber of Commerce to encourage its members to prepare for disasters and emergencies, and in particular to have a recovery plan.
*4. There is no active list of non-CERT volunteers maintained by the City.

(10) Identify persons who may be in greater need of aid during an emergency;

1. We meet with representatives of the schools on an annual basis. We assisted in making their emergency plan SEMS compliant.
2. We are in regular contact with the Senior Services Commission and with Futures Explored through the monthly Lafayette Community Liaison meetings.
3. There is no "vulnerable populations" registry maintained by the city. We have explored the feasibility, but find that privacy issues are of great concern. We have been working with the Red Cross and the Salvation Army to work out some arrangement to take care of the assisted living and skilled nursing homes populations.
4. We have provided information to the Senior Services Commission on "cooling stations" for use by fragile people in a local heat wave and have provided the library with information from Contra Costa County sources.

(11) Confer with other agencies, jurisdictions, relief organizations, and other organizations involved in the emergency and disaster response and recovery process;

We regularly have representatives or liaison at our meetings from the following agencies:
Moraga Police Department;
Moraga-Orinda Fire District
Contra Costa Consolidated Fire District;
Orinda Public Safety advisory Commission;
The American Red Cross;
The Salvation Army;
Lafayette Chamber of Commerce;
We now participate in the Community Liaison monthly meetings at Gayle Uilkema's Lafayette office This meeting includes the business community and civic leaders.
In addition, one or more of our Commissioners participate in activities of the Contra Costa County Department of Health Services, the Contra Costa County Hospital Forum, the Contra Costa County Citizens Corps Council, the Contra Costa County RACES Emergency Coordinators meetings.

(12) Aid in the implementation of goals and policies related to emergency preparedness in the general plan.

1. One of our commissioners teaches a class in basic preparedness at the community center, other commissioners may assist.
2. We are an active member of the Citizens' Corps Council, and have an active CERT, (Community Emergency Response Team) program in cooperation with Contra Costa Consolidated Fire District, the Contra Costa County Office of Emergency Services, the Moraga-Orinda Fire Department, the Moraga Police Department, and the Orinda Public Safety Advisory Committee.
3. We maintain an emergency preparedness component to the City Website.

4. We address homeowners associations when invited.
5. We man a booth at the Lafayette public events answering questions as well as distributing information about emergency preparedness.

(b) The commission members shall aid city staff by handling administrative tasks and act under the direction of the director of emergency services in an emergency.

(c) The commission members shall assist city staff, when requested, with the following general functions: care and shelter, communications, damage assessment, education, emergency public information, resources, fire and rescue, law enforcement and traffic control, medical, public works, schools, utilities and personnel operations.

(d) Commission members shall perform other duties and tasks as may be assigned by the city council.

(Ord. 426 § 1 (part), 1994)

IMMEDIATE GOALS OF THE EMERGENCY PREPAREDNESS COMMISSION

- Continue to support emergency preparedness for local businesses
- Community Wildfire Prevention &Preparedness; improve visibility of program
- Assist the City in planning the new library EOC area
- Meet with local schools as part of ongoing cooperation
- Coordinate CERT activities for local civic events
- Develop a program for apartments, to guide landlords and tenants toward self-sufficiency in the event of a disaster, including emergency supply storage and building safety.

IMMEDIATE RECOMMENDATIONS FOR THE CITY OF LAFAYETTE

- CERT TRAINING FOR ALL COUNCIL MEMBERS

- COUNCIL MEMBERS ATTEND CITY DRILL

It is likely one of you will serve as the PIO, Public Information Officer. Like any other emergency position, this can be practiced.

- ALTERNATE EOC

We are pleased that the new Library will function as the Lafayette EOC. We look forward to helping the implementation of that area as the new Library comes into being.

- CITY EMPLOYEES EMERGENCY JOB ASSIGNMENT GOALS

City Employees who are identified as part of the City's EOC Emergency Management Staff should have "Emergency Preparedness" included in their individual job assignments and performance reviews.

- SEPARATE BANK ACCOUNT PRE-ESTABLISHED TO BE USED ONLY IN TIMES OF EMERGENCY

This makes FEMA reimbursement much easier for the Finance Officer. Consideration should be given to having this bank account serviced out of state or on line.

- MOUs , MEMORANDUMS OF UNDERSTANDING

Create memorandums of understanding with local businesses concerning their cooperation in times of emergency. For example civil engineers should be available to supplement city engineers after a major quake. The equipment rental store will have power tools we need. Water and food will be needed and available locally but it is best to have this worked out in advance.

- ANIMAL, PET PREPAREDNESS

We are excited to learn that Contra Costa County Animal Services is implementing Pet Sheltering in the event of a disaster, and is active in training our citizens in Pet Emergency Preparedness. However, their facilities are limited and may not be directed toward us. We have begun by asking Lafayette veterinarians to discuss pet emergency preparedness with their clients. Preparedness flyers have been supplied to the veterinarian offices, pet food stores, and pet groomers.

LEPC REPRESENTED IN *VISTAS*

One drawback we find is that very few people know about the existence of the Emergency Preparedness Commission. We recommend that a future issues of *Vistas* have an article from time to time on the Commission and preparedness.

- CITY OFFICES PREPAREDNESS

We recommend a critical survey of city offices for storage security in the event of an earthquake, and mitigation if it is needed. City workers present in the event of a disaster will be needed in the EOC. Before they can start any EOC duties they should make sure their homes and families are secure. We will be happy to provide a class on this topic to city staff.

We recommend that city staff take a CERT course as part of their preparation for disaster mitigation

We recommend that Public Works continue its efforts to mitigate damage to its building and contents by safe equipment and material storage in its warehouse.

FOR FUTURE CONSIDERATION BY THE CITY

- Consider having an alternate out of state server for City Website.
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- If the city wishes to create and maintain a volunteer registry and a "vulnerable populations" registry it may be necessary to create a part time paid position.
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- Become involved with CERT classes and show support by attending graduation/drills.

APPENDIX

Lafayette Emergency Operations Plan, 2008

CD-ROM discs containing the 2008 emergency operations plan were delivered to commission members on Saturday, March 1, 2008. As a commission we have not had a chance to examine the document closely. However, Commissioner Stuart has begun a review, and has submitted the following comments:

* Overall, the Emergency Operations Plan (EOP) appears to be a very adequate document although many pages are devoted to describing disasters rather than providing the reader with emergency operation plans.

* The CD version of the EOP includes 463 documents (files) in 121 folders without the ability to do automated word or phrase searches. Also, the Table of Contents listings are not linked to the pages.

* The EOP does not adequately describe the operational reporting relationship of the "Fire Department" and other county-wide agencies (Contra Costa Fire Protection District, Moraga-Orinda Fire Protection District, County Health and Coroner.) These agencies are NOT City departments, and their operations would not be under the direction of the City's EOC Operations Section during a disaster.

* Appendix 15, *Communications*, is incomplete in that it only describes County OES and Sheriff's Office facilities and services. Missing from that Appendix are communications options from various Fire Districts, state and Federal interoperability channels, Lamorinda Public Works/Emergency Radio System, City EOC communications equipment, etc.